



COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2012 - JUNE 30, 2013  
Deadline: July 12, 2013

2013 JUL 12 PM 3 23  
THOMAS J. PASTUSZKA  
CLERK OF THE BOARD  
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: District Attorney's Office  
Division/Unit: Administration

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 154      Hours 96,713.38      X \$ 22.14      = \$ 2,141,234.23

Types of work performed by GENERAL VOLUNTEERS in this category:

- |                              |      |                 |
|------------------------------|------|-----------------|
| 1. Vista America Corps       | (0)  | 0 HOURS         |
| 2. Victim Assistance Program | (14) | 1,229.38 HOURS  |
| 3. Community                 | (8)  | 1,132.50 HOURS  |
| 4. Paralegal Student Interns | (22) | 3,489.00 HOURS  |
| 5. Certified Legal Interns   | (92) | 90,160.00 HOURS |
| 6. Canine Companions         | (15) | 252.50 HOURS    |
| 7. Law Student Volunteers    | (3)  | 450.00 HOURS    |

- b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.      Hours      X \$ 22.14      = \$ -0-

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
Attorneys	1,289.50		28.71		37,021.54

No. of Vol. 8 Total Hours 1289.50 Total Value = \$37,021.54

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

**Volunteer Attorneys perform the same duties as Deputy District Attorneys.**

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	154	96,713.88	2,141,234.23
2b.	0	.00	.00
2c.	8	1,289.50	37,021.54
<b>Total Vol.</b>	<b>162</b>	<b>Total Hours 98,003.38</b>	<b>Total Value = \$ 2,178,255.77</b>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_  
 Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_  
 Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_  
 Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_  
 Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

TOTAL VALUE = \$ -0-

#### 4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours	80	X	Rate	60.0	=	\$4,800.00
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- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours	40	X	Rate	31.00	=	\$1,240.00
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- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
CLI Luncheon	\$800.00
Plaque	40.00

TOTAL OF OTHER PROGRAM COSTS=

\$ 840.00

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$6,880.00

#### 5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 2,178,255.77
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ -0-
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ (6,880.00)

**TOTAL PROGRAM BENEFIT**

\$ 2,171,375.77

6. **RECRUITING:**  
Please describe your recruiting programs:

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**  
Please describe any special activities and/or achievements your program was involved in during the period of this report:

**Our Certified Legal Internship Program has been widened with regard to recruiting and activities. The recruiting reaches out nationwide. And a Closing Argument Competition has been added to the summer session of the program.**

**Our Canine Companion volunteers are new. They have been very successful with our Family Protection Division for the children of/and victims of domestic violence. Two Canine Companions were given the Volunteer of the Year award for this year.**

**Our Paralegal volunteers, second to Certified Legal Interns, continue to keep steady high numbers with each volunteer completing the requested minimum of 150 hours; some even complete more. For the 2012/2013 fiscal year eight volunteers have completed over 200 hours, two over 300 hours and one over 400 hours.**

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**  
Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

**This year we have hired four employees who were volunteers.**

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Kim Allen

Phone Number: (619) 531-4016 Mail Stop: D-425 E-Mail: kim.allen@sdcdca.org

Volunteer Coordinator: Kim Allen

Phone Number: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

10. **DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

7-11-13  
\_\_\_\_\_  
DATE